

**To:** Mitguard, Matt[Mitguard.Matt@EPA.GOV]  
**Cc:** Bryant, Melissa[Bryant.Melissa@epa.gov]  
**From:** Schaefer, Joe  
**Sent:** Tue 7/26/2016 8:04:42 PM  
**Subject:** RE: SCRIBE TRAINING - PRELIMINARY HEAD COUNT as of 7/26

We can ship training laptops out if we need to, but if everyone is planning on bringing their own that is even better.

Preferably all the students should download scribe before the class from  
<https://www.ertsupport.org/download?PKNAME=SCRIBE&DKEY=Scribe>

We will distribute student files prior to the class, as well as have usb drives day of.

Folks coming with specific sites in mind actually makes the class even better since we can use that as the backdrop and focus on how best to use Scribe to accomplish their goals.

Joe Schaefer

Environmental Response Team

US EPA

(c)609-865-8111

**From:** Mitguard, Matt  
**Sent:** Tuesday, July 26, 2016 3:08 PM  
**To:** Schaefer, Joe <Schaefer.Joe@epa.gov>  
**Cc:** Bryant, Melissa <Bryant.Melissa@epa.gov>  
**Subject:** RE: SCRIBE TRAINING - PRELIMINARY HEAD COUNT as of 7/26

Hi Joe – There are 17 people signed up. I am not sure if the all have laptops. I will check. I also wanted to let you know that a number of the DTSC people are coming with the intention to move a high profile lead site into the scribe universe. Should I be concerned about that priority

impacting the training module at the expense of the others. Weston and 2 people from DTSC are working on a big project with me so they will have site specific questions also. I am just not sure how you will handle the competing project priorities. You may wish to have a break out session or something. Any thoughts? MM

Date: 8/9/16 All day

Location: EPA Regional Lab – Richmond CA

EPA Site Assessment: Kim Hoang, Sharon Murray (2)

DTSC: Luc Sou, Bill Ferguson, Roger Cleaves, Tamara Zeilinski,  
Matthew Jones, Jim Gabler, Kham Xiong, Rick Fears, Bridgette McFarland, Jenny Aiecoli,  
Pauline Baparseh (11)

Weston: Brian Reilly, Ian Bruce (2)

EPA Lab: Junn Masongsong (ICF)

EPA QAO: Joe Eidelberg

**From:** Schaefer, Joe  
**Sent:** Tuesday, July 26, 2016 11:46 AM  
**To:** Mitguard, Matt <Mitguard.Matt@EPA.GOV>  
**Cc:** Bryant, Melissa <Bryant.Melissa@epa.gov>  
**Subject:** RE: SCRIBE TRAINING - PRELIMINARY HEAD COUNT #1

Matt,

Just wanted to check on a couple of logistics things.

- 1) Are we still looking at a head count of up to 15 people?
- 2) Will everyone be bringing their own laptops? Or did you need training machines?

Looking forward to the trip.

Thanks,

Joe Schaefer

Environmental Response Team

US EPA

(c)609-865-8111

**From:** Mitguard, Matt  
**Sent:** Tuesday, July 12, 2016 2:45 PM  
**To:** Schaefer, Joe <Schaefer.Joe@epa.gov>; Fears, Rick@DTSC <Rick.Fears@dtsc.ca.gov>; Bauer, Richard <Bauer.Richard@epa.gov>; McNaughton, Eugenia <McNaughton.Eugenia@epa.gov>  
**Cc:** Hoang, Kim <Hoang.Kim@epa.gov>; Clements, Mindy <clements.mindy@epa.gov>; Brian P. Reilly <brian.reilly@westonsolutions.com>; McMindes, Dan <McMindes.Dan@epa.gov>  
**Subject:** SCRIBE TRAINING - PRELIMINARY HEAD COUNT #1

All;

This is preliminary, but it appears that we may have 10 to 15 people. Rich has arranged for a room at the Lab. More information on Scribe is located at <https://www.epa.gov/ert/environmental-response-team-information-management>

While this will be a training, specific applications and questions pertaining to the NE 710, Exide, and Orange County work ( any others? ) should be brought up with respect to sample management and special interpretations.

MM

Date: 8/9/16 All day

Location: EPA Regional Lab – Richmond CA

EPA Site Assessment: Mitguard, Hoang

DTSC: Luc Sou, Bill Ferguson, Roger Cleaves, Tamara Zeilinski,  
Matthew Jones, Jim Gabler, Kham Xiong, Rick Fears

Weston: Brian Reilly, Ian Bruce

EPA Lab: Junn Masongsong (ICF)

EPA QAO:

OCWD: